Work-Study Student Timesheets

Viewing, editing, and approving work hours in MyPack Portal

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Logging In

In a web browser, navigate to mypack.ncsu.edu (Firefox or Chrome is recommended; other major browsers should work, too, but Internet Explorer has some compatibility issues):

[Image: mypack.ncsu.edu link]

At the login screen, click the Faculty/Staff/Students button or link:

[Image: Faculty/Staff/Students button]

Then enter your Unity ID and password and click “Login”:
Navigating to Employee Timesheets

The main Portal screen looks like this. Your screen may display different elements depending on your access and how you have personalized it. Note the arrow indicating the dropdown Main Menu on the upper left. If your screen shows the My Temporary Employees Time box indicated by the lower arrow, you can access your employees’ timesheets by clicking the My Employees Timesheets link.

If you would like to have the My Temporary Employees Time box show up on your main Portal screen when you first log in, click the Content link at the upper right of the main screen:
Then on the resulting popup window, click the checkbox by My Temporary Employees Time to make a checkmark appear and click “Save” at the bottom of the screen:

Clicking the My Employees Timesheets shortcut link will take you to the same place as clicking on the Main Menu dropdown and following this navigation: **Main Menu>Human Resources Systems>Manager Self Service>Time Management>Report Time>Timesheet**
Selecting an Employee

You can click the My Employees Timesheets shortcut or follow the menu navigation above—both methods bring you to the Report Time – Timesheet Summary screen shown below. Clicking the “Get Employees” button brings up a list of all your active employees. If you fill in information like last name, first name, employee ID number, etc. in the fields before clicking “Get Employees” the system will only return employees matching your search criteria. (If the system is not returning any results when you click “Get Employees,” make sure that the Department field shows “322501” [indicated by the green circle], which is the department number of the Office of Scholarships and Financial Aid, through with off-campus work-study students are hired.)

When you click “Get Employees” you should see a list of all your active work-study students. In the image below the student’s name is blurred out for privacy, but the last name indicated by the arrow is a link—clicking it will take you to that student’s current timesheet.
**Timesheet Elements + Viewing Reported Hours**

If the following message pops up on the student’s timesheet, you can click “OK.” The account distribution is the pool of money from which an employee is paid, and the message just shows that the Payroll office has not run a particular process yet to assign the account distribution—you may see this message around the change of NC State’s fiscal year (July 1).

This employee does not have account distribution for this period. (20000.15)

Account distribution was not found for this employee. Please create distribution or all time entered will hit a suspense account.

OK

Timesheets look like this. Below is more detail on each part of the timesheet.
The student’s name (blurred out for privacy) is shown on the upper left of the timesheet:

![Timesheet Image]

Below the student’s name you’ll see The Select Another Timesheet box. This lets you choose which work dates you would like to view. The View By dropdown menu lets you choose between Calendar Period (two-week pay period), Day, and Week. Usually you will want to leave this on Calendar Period. If you change the Date field to a date in a different pay period and then click the green, circular arrows to the right of that field, the timesheet will update to show you that period’s work hours. The timesheet will default to the current pay period, so you need to make sure you’re looking at the correct period when you go to approve work hours. Clicking Previous Period or Next Period is an easy way to navigate between pay periods. The Print Timesheet link generates a printer-friendly version of the timesheet you are viewing. The Elapsed Timesheet link displays additional information at the bottom of the screen, below the reported hours.

![Select Another Timesheet Image]

If you see a message like this, it indicates the date that the student’s employment ended—you will see this at the end of the year, or if a student leaves a job. If this is unexpected, please contact me at the email address or phone number on the last page of this document.

![Message Image]

Below the Select Another Timesheet box are the actual reported work hours. In this example, the student clocked in at 11:07 and clocked out at 4:00 for a total of 4.88 hours worked. The Reported Status is listed as Needs Approval until the supervisor approves the hours as correct. The Time Collection Device ID is listed as “KBWTC” (for Kaba Web Time Clock—Kaba is the name of the timeclock software students use to clock in and out)—this ID shows that the student clocked in and out. The ID will be “Online” if a supervisor has to edit the time entries or add a missing one.

![Timesheet Details Image]
**Editing Time Entries**

If a student forgets to clock in or out, you can click in the appropriate In or Out field and manually enter the missing time. You can use the format “4:00PM” or “4p”—the system recognizes them as the same thing. If a student forgets to clock out when they finish work but remembers and clock out later, you can correct the “out” timestamp by selecting that time entry and typing the correct time instead. **After you enter or edit a timestamp it is important to remember to click the “Submit” button at the bottom of the timesheet to save the new entries—otherwise they will disappear when you navigate away from the timesheet.** If you are making multiple entries or edits to a single timesheet, you can make all of them before clicking Submit and they will all be saved (you don’t need to click submit between each entry).
Approving Reported Hours

Pay periods begin on a Saturday, run two weeks, and end on a Friday. You can approve hours for a given day at any time after they have been worked. At the end of a pay period, review the work hours on each student’s timesheet and verify that they have been recorded correctly. Make sure no hours are missing and that the number of hours each day is consistent with how much the student worked.

If you wish to approve some hours but need to wait to confirm the accuracy of others, you can click the checkbox in the Select column for the days you wish to approve, then click the Approve button. If you are ready to approve all of the hours shown on the timesheet, you can click the Select All button and then click the Approve button. The system will prompt you to confirm that you want to approve the selected hours. This confirmation is required as a safeguard because once you approve time, you can’t unapprove it:

After you approve time, you can check that the approval was processed by looking at the Reported Status column and making sure it reads “Approved.”

Once you’ve approved the timesheet for an employee, an easy way to go to the next employee’s timesheet is to click the Next Employee link in the Select Another Timesheet box above the reported hours:
Alternately you can click the Return to Select Employee link at the bottom of the timesheet to go back to the list of your employees:
Unusual Circumstances

Mid-Period Reporting Changes
In some cases you will see a note on the student’s timesheet (right above the reported hours) that the student has a mid-period reporting change. This could mean that the student’s supervisor has changed from one person to another, or it could mean that their original appointment ended and then was extended or they were rehired. In these cases if you are unable to select reported time to approve it, try changing the View By menu to “Day.” This workaround sometimes will let you approve the time day by day even though you can’t approve the whole pay period at once.

Students with Multiple Campus Jobs
Students who have another campus job in addition to their work-study job can potentially clock in and out on the wrong job when they work. This can result in missing hours on their work-study timesheet (because they were recorded on the timesheet for the other job) or extra hours showing up (because hours from the other job were recorded on the work-study timesheet). If you see unusual hours on a student’s timesheet, before you delete them please check with the student to find out if they might be hours from another job. If they are, the student needs to contact their other supervisor to be sure those hours are added to the correct timesheet.

Exception Alarms
When a timesheet has an irregularity, it generates an “exception alarm” in the system. This is indicated by an icon of a stopwatch with an exclamation point in the Exception column of the timesheet:
Clicking on the stopwatch icon will bring up details about the exception at the bottom of the screen—you may need to scroll down. If clicking the icon does not bring up the details, you can also view them by clicking the Exceptions tab below the reported hours—it’s the red tab below.

If you see an exception alarm on a student’s timesheet, it means that something needs to be corrected. You should not approve the time for the day that has the alarm until you have corrected the problem.

The most common exception alarms are “In Punch with no corresponding out for 24 Hrs,” which means that a student clocked in but did not clock out, and “Multiple Job Punch Overlap,” which means that a student was clocked in for more than one NCSU job at the same time.

For an in punch without an out punch, all you need to do is confirm when the student started and stopped work that day and manually enter the missing timestamp. Remember to click “Submit” to save your entry.

For a multiple job punch overlap, the student needs to check when they started and stopped work at each of their NCSU jobs that day so the supervisors can adjust the timestamps to be correct. This exception usually happens if a student is clocked in at one job and then leaves and clocks in for another job without clocking out. NOTE: the system generates an exception alarm if the student clocks out at one job and clocks in at another within the same minute, so if the two jobs are physically very close to each other this may be the issue. In that case one of the punches just needs to be adjusted by one minute and that take care of the exception.

When you submit corrections for issues that are generating exception alarms, it can take up to 12 hours before the alarm is cleared and stops showing up on the timesheet. If you submit corrections but the alarm does not clear after more than 12 hours, please contact me.

If you have timesheet questions, please don’t hesitate to contact me at (919) 515-2496 or dana_dimaio@ncsu.edu.